

**Lucas County Workforce Policy Board  
By the Authority of the Lucas County Commissioners**

**REQUEST FOR PROPOSAL  
PY 01-02**

**For the Selection of Contractors(s) for:**

**Workforce Investment Act-Title I**

**Dislocated Workers Targeted Populations:**

**Older Worker  
Ex-Offenders**

**FOR TRAINING:**

**On-the-Job-Training Contracts  
Customized Training**

**AND INTENSIVE ACTIVITIES:**

**Assessment  
Case Management  
Pre-vocational Activities  
Follow-up**

**Issued by:  
Economic and Workforce Development  
1715 Indian Wood Circle, Suite 100  
Maumee, Ohio 43537**

**Waymon Usher  
Director  
Economic And Workforce Development**

**Eric J. Walker  
Manager  
Workforce Development**

**The Economic And Workforce Development Department** is issuing this Request for Proposal (RFP) to solicit interested parties possessing the expertise and capacity to provide on-the-job-training and/or customized training to one or more of the following special target groups identified by the Lucas County Workforce Policy Board (LWPB). Additionally, activities for Intensive Activities including Assessment, Case Management Pre-vocational Training and Follow-up services should be addressed. The expected term for a contract awarded under this solicitation will be about fourteen (14) months beginning on/about April 15, 2002. The contract may be renewed for an additional twelve (12) months if performance outcomes are successfully achieved.

The proposer selected will provide services in one or all of the following areas for Dislocated Workers:

**FOR TRAINING:**

On-the-Job-Training Contracts  
Customized Training

**AND INTENSIVE ACTIVITIES:**

Assessment  
Case Management  
Pre-vocational Activities  
Follow-up Services

RFP packages will be available by contacting Eric Walker at (419) 213-2155, Monday through Friday between 8:30 a.m. and 4:30 p.m. A bidder's conference will follow to answer questions. (See Procurement Timetable for dates)

Sincerely,

Waymon M. Usher  
Director

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## PART I: POLICY AND PROCEDURE

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The Economic And Workforce Development Department, acting by and through The Lucas County Commissioners and the Workforce Policy Board, is issuing a Request For Proposal (RFP) to solicit entities with the expertise and capacity to provide training and/or intensive services. The expected term for contract(s) awarded under this solicitation will be about fifteen (15) months, commencing on or about April 15, 2002 through June 30, 2003 with a one (1) year renewal option, provided measurable performance outcomes are successfully achieved.

The objective of this procurement is to select entities to effectively and efficiently manage and deliver the services in coordination with the One-Stop being solicited by the RFP.

Selected contractors will be required to provide services for Dislocated Workers in the areas of:

### **TRAINING:**

- ?? On-the-Job-Training Contracts
- ?? Customized Training

### **AND INTENSIVE ACTIVITIES:**

- ?? Assessment
- ?? Case Management
- ?? Pre-vocational Activities
- ?? Follow-up Services

<h2>Proposal Information</h2>
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The policies and procedures described in this proposal form constitute the official written policies and procedures of the Lucas County Economic and Workforce Development (LCEWD), the Lucas County Workforce Policy Board, and the Lucas County Board of Commissioners, and supersede any oral representations relating to the matters contained herein. **Proposers should not place reliance on any oral representations, which do not correspond to these written procedures.**

<h2>Procurement and Contracting Process</h2>
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### **Procurement Policy and Procedures:**

Completed proposals are reviewed by LCEWD Department staff and by the Lucas County Workforce Policy Board. The Lucas County Workforce Investment

Board makes recommendations for approval or disapproval of proposals to the Lucas County Board of Commissioners. If recommending for approval, the Lucas County Workforce Policy Board also makes recommendations as to the maximum amount of funding. The Lucas County Board of Commissioners makes all final decisions.

The LCEWD Department will notify your organization by mail of the decision reached on your proposal. Staff cannot disclose any information about the procurement process until after the issuance of written notice(s) of approval or disapproval.

Information included in your proposal becomes public information once it is submitted to the Lucas County Workforce Policy Board. LCEWD Department may release proposal contents to requesting entities or individuals.

Issuance of this proposal does not commit LCEWD Department or the Lucas County Board of Commissioners to award a contract or to pay any cost incurred in the preparation of the proposal.

LCEWD Department and the Lucas County Board of Commissioners reserve the rights to:

- Accept or reject, in whole or in part, any or all proposals received as a result of this request, or to cancel in part or in its entirety this Request for Proposal

### Dispute Resolution Procedures

Any proposer with a dispute arising from the LCEWD's procurement process should make a formal protest in writing to:

Waymon Usher, Director  
Economic And Workforce Development  
1715 Indian Wood Circle, Suite 100  
Maumee, Ohio 43537

A dispute should be initiated within thirty (30) calendar days from the date on which the proposer receives written notice from LCEWD Department of a procurement decision that adversely affects the proposer. A dispute should state all relevant facts and propose a specific remedy.

The Lucas County Economic and Workforce Development Director will provide a written response to the proposer within thirty (30) calendar days of receipt of the dispute.

If the Director's decision does not resolve the issue, the proposer may use formal complaint procedures as provided by the State of Ohio.

Any protest or complaint which alleges discrimination on the basis of race, color, gender, religion, national origin, age, disability, or political affiliation or belief, shall be processed in accordance with the procedures described by the Ohio Department of Job & Family Services and the U.S. Department of Labor Center for Civil Rights. These procedures require a written complaint to be filed within 180 days of the event-giving rise to the complaint.

## General Specifications

### **Records:**

The organization shall retain all records pertaining to the contract and program for a period of three (3) years. These records include but are not limited to financial; statistical, property, and client records, contracts, and sub grant agreements and supporting documentation. Records for nonexpendable property shall be retained for three (3) years after final disposition of the property. Records must be retained beyond the three-year period if any litigation is begun, an audit has not been completed, or if a claim is instituted involving the contract covered by these records. In these instances, the records will be retained until the litigation, audit, or claim has been fully resolved. The three-year retention period for individual participant records will begin on the date the participant is terminated from WIA.

### **Subcontracts:**

The organization shall not subcontract the WIA activities unless as described in this proposal. Any provider subcontracts entered into by the organization relating to the WIA-funded activities are subject to review and shall be made available on request by the LCEWD Department and the Lucas County Department of Job and Family Services (Fiscal Agent). The organization shall be responsible for the actions of its subcontractors.

### **Use of Federal Funds:**

The organization shall comply with the administrative requirements and procedures established under the United States Office of Management and Budget (OMB) Circular which is applicable to their organization (e.g. OMB Circular A-102 (Common Rule) as codified in 29 CFR Part 97; A-87; or A-133) concerning the application, acceptance, audit, and use of federal funds, except

where such administrative requirements and procedures have been specifically superseded by State of Ohio policy or by the WIA Act and Regulations.

**Compliance Monitoring:**

The LCEWD Department and the Lucas County Department of Job and Family Services will monitor expenditure and client enrollment rates monthly. Continued failure to meet planned specifications may result, after notice, in deobligation of contracted funds or termination of the contract.

The activities actually provided under the contract must be consistent with the program design, curriculum or service plan, staffing, facilities and equipment, books and supplies, performance standards, level of service, statement of work, and budgetary information described or incorporated in the contract. The LCEWD Department will monitor whether the actual program activities are in compliance with the contract terms.

**Access for Monitors:**

At any time during the normal business hours, and as often as the LCEWD Department, the State of Ohio Department of Job & Family Services and/or the Lucas County Department of Job and Family Services, the U.S. Comptroller General, and/or the Auditor of the State of Ohio may deem necessary, the contracting organization shall make available to the LCEWD Department for examination all of its records with respect to all matters covered by the contract. The LCEWD Department, the State of Ohio Department of Job & Family Services and/or the Lucas County Department of Job and Family Services, the U.S. Comptroller General, and the Auditor of the State of Ohio shall have the authority to audit, examine, and make excerpts or transcripts from records.

"Records" refers to all data relating to all matters covered by the contract. "Records" includes all books, journals, contracts, invoices, vouchers, receipts, checks, materials, payrolls, records of personnel, and conditions of employment.

"Records" also includes all clients records and reports generated under the contract, including tests, assignments, grade reports, attendance and tardiness reports, evaluations, report cards, transcripts, records of disciplinary or academic action, medical tests, and/or medical reports. It shall be the responsibility of the contracting organization to obtain, prior to the provision of a program/service to a LCEWD Department client, any authorization, release, or waiver it deems necessary from the client/client's legal guardian in order to ensure LCEWD's access to client records. In addition, the following conditions shall apply:

- S The Lucas County Department of Job and Family Services and LCEWD Department shall have the authority to examine the books and records used by the organization in accounting for expenses incurred under the contract. Should these books and records not meet the minimum standards of the accepted accounting practices of the

LCEWD Department, who reserves the right to withhold any or all of its funding to the organization until such time as it does meet these standards.

- S The Lucas County Department of Job and Family Services and LCEWD Department shall have the authority to examine all forms and documents used, including, but not limited to, purchase orders, supply requisitions, invoices, journal vouchers, travel vouchers, payroll checks, and other checks used by the organization.
- S LCEWD Department may require the organization to use any or all of the LCEWD's and/or The Lucas County Department of Job and Family Services accounting or administrative procedures used in the planning, controlling, monitoring, and reporting of all fiscal matters relating to the contract.
- S The Lucas County Department of Job and Family Services and LCEWD Department reserves the right to dispatch monitors and/or auditors of its choosing to any site where any phase of the program/service is being conducted, controlled, or advanced in any way, tangible or intangible. Such sites may include the home office, any branch office, or other locations of the organization if such sites or the activities performed thereon have any relationship to the programs covered by the contract. Monitors and/or auditors shall be authorized to examine any and all records ("Records" as defined above); to make physical inspections of the program/service site(s), including materials and equipment used on site; to make physical observations of the program/service activity being conducted; and to conduct personal interviews with clients and with organization staff concerning the program/service.

## Equal Employment Opportunity

### **Discrimination and Harassment Prohibited:**

Discrimination or harassment in any manner against any person connected with the WIA activity on the basis of race, color, gender, religion, national origin, age, disability, political affiliation or belief, or (for clients only) citizenship or status as a WIA participant is strictly prohibited.

The organization shall comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Investment Act of 1998 (WIA), including Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000d et. seq.); Section 504 of the Rehabilitation Act of 1973, as amended (29 USC 794); the Age Discrimination Act of 1975, as amended (42 USC 6101, et seq.); Title IX of the Education Amendments of 1972, as amended (20 USC 1681, et seq.); and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not



limited to 29 CFR Part 37. The United States has the right to seek judicial enforcement of compliance.

**Complaint Process:**

WIA clients and organization staff connected to the WIA activity shall have the right to use the complaint procedures outlined by the Ohio Department of Job & Family Services and the U.S. Department of Labor Civil Right Center (CRC) for resolution of any dispute relating to the WIA program which involves discrimination on the basis of race, color, gender, national origin, religion, political affiliation or belief, or status as a WIA participant.

The contracting organization shall cooperate in the investigation and resolution of any complaint to which it is a party, and shall abide by the terms of any resolution or decision made under the procedures.

**EEO Notices:**

The organization shall provide initial and continuing notice, in the language and format specified by the LCEWD Department, that it does not discriminate on any prohibited ground to WIA applicants, eligible applicants, registered participants, applicants for employment, employees, members of the general public, unions or professional organizations holding collective bargaining agreements or professional agreements with the organization, and subgrantees/subcontractors receiving WIA financial assistance from the organization under the contract.

In recruitment brochures and other materials which are ordinarily distributed to the public to describe the WIA activity or the requirements for participation by subcontractors/subgrantees and participants, the organization shall indicate that the WIA activity is an equal opportunity employer/program and that auxiliary aids and services are available upon request to individuals with disabilities. Where such materials indicate that the organization may be reached by telephone, the materials shall state the telephone number of the TDD or relay service used by the organization. The organization shall not use or distribute any publication of this type which suggests, by text or illustration, that the organization treats WIA applicants/recipients, employees, or applicants for employment differently on any prohibited ground.

**Equal Treatment of Clients:**

All WIA clients in the WIA activity shall be treated in the same manner as other similarly situated individuals who are not WIA clients, with respect to application of terms and conditions of employment and/or training and provision of rights. There is one exception to this requirement: youth employed in work experience may be paid only for actual hours worked and no pay is allowed for meal breaks, sick time, vacation time, holidays, or any other type of leave.

## Ethical Responsibilities

### **Certifications:**

In order to comply with its contract with the LCEWD Department, the contracting organization shall execute federal certifications regarding:

- S Never having been debarred, suspended, ineligibility, and involuntary excluded from participation in transactions by any federal department or agency;
- S Lobbying and disclosure of lobbying activities; and
- S Establishing and maintaining of a drug-free workplace.

### **Conflict of Interest:**

Every reasonable course of action must be taken by the organization in order to maintain the integrity of the expenditures of public funds and to avoid any favoritism or questionable or improper conduct. The contract shall be administered in an impartial manner, free from personal, financial or political gain. The organization, its executive staff, and employees, in administering the contract, shall avoid situations that give rise to a suggestion that any decision was influenced by prejudice, bias, special interest, or personal gain.

The organization must proactively establish safeguards to prohibit employees from using their positions for a purpose that is, or gives the appearance of being motivated by, a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties, in connection with the WIA activity.

LCEWD Department recommends that contracting organizations, if they have not already done so, should establish a written code of ethical conduct for employees; should provide training in ethical conduct to employees; and should provide consequences for unethical employee conduct.

### **Conducting Business Involving Relatives:**

No relative by blood, adoption, or marriage<sup>1</sup> of any executive or employee of the organization shall receive favorable treatment from the contracting organization for enrollment into or employment related to the WIA activity. The organization shall also

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<sup>1</sup>ARelative by blood, adoption, or marriage@ shall include: spouse, significant other, child (including adult children), parent, sibling, sibling=s spouse, aunt, uncle, niece, nephew, stepparent, and stepchild (including adult stepchildren).

avoid entering into any subcontract or agreement to provide programs or services related to the WIA activity with an executive's or employee's relative by blood, adoption or marriage. When it is in the public interest for the organization to provide a service related to the WIA activity with a relative, the organization shall obtain written approval from the LCEWD Department before entering into an agreement. All correspondence shall be kept on file and available for monitoring and audit reviews.

**Nepotism:**

No individual may be placed in WIA training or employment activity if a member of that person's immediate family is directly supervised by, or directly supervises, that individual.

**Political and Sectarian Activities:**

No sectarian (i.e. religious) or political activities may be conducted in connection with the WIA activity. Participants shall not be employed through the WIA activity to carry out the construction, operation, or maintenance of any part of any facility that is used or is to be used for sectarian instruction or as a place for religious worship (except that maintenance of a facility is allowed if it is not primarily or inherently devoted to sectarian instruction or religious worship, i.e., where the organization operating the facility is part of a program or activity providing services to participants).

<h2>Administrative Specifications</h2>
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The organization must provide sufficient program staff to ensure continuity of service to clients in the event staff is absent from work. The organization is expected to develop and utilize formal procedures to be used for staff to request leave time and to report unscheduled absences. The organization is also expected to develop and utilize formal procedures for ensuring adequate staffing at all times when WIA activities are scheduled (e.g., advanced scheduling of workloads, use of substitutes). It will be the organization's responsibility to negotiate with affected staff if the above requirement to ensure continuity of service is at variance with the organization's established policies. In general, Lucas County Department of Job and Family Services will not reimburse for the payroll costs of a substitute to fill in for an employee who is regularly assigned to the WIA activity and who is using leave time.

The organization will be required to carry out the following duties in connection with the WIA Programs.

- S      Track and record clients' attendance;
- S      Track and record clients' academic and workplace progress;

- S Document time, date and content of client contacts;
- S Prepare all documentation required by LCEWD Department and The Lucas County Department of Job and Family Services in an accurate and timely manner;
- S Coordinate efforts with LCEWD Department staff and One-Stop partners' staff.

A copy of each job description must also be provided to LCEWD Department one prior week to the employee's start date on the job.

## **Part II. GENERAL INFORMATION**

The following information delineates the scope of work, definitions, and parameters for funding. It is expected that the contractor will include this in their proposal.

### **A. General Characteristics of the Target Populations and Activities**

**Objective:** To utilize the career development process to increase knowledge of the labor market and sustainable employment options. The contractor will provide a full range of skills, training and the necessary support systems.

**Scope of Work:** (Direct services or sub-contracted)

Proposers provide:

- ??? A description of how to identify and reduce barriers to employment that may prevent individuals from completing training and obtaining and for retaining training related employment in careers with the potential of achieving family sustainable wages (200% of the poverty level).
- ??? A paradigm for integrating the development of work ethic, job search skills and job retention skills leading to unsubsidized employment and retention of employment.
- ??? Training in an area that has high growth potential in the current local labor market or the sectors of the economy that have a high potential for employment and job retention.
- ??? A system for monitoring attendance, punctuality, and measurable skills training competencies to be achieved (e.g., minimum grade point average on tests, quizzes).
- ??? Letters of support from prospective employers willing to participate in an on-the-job training or customized training component, in which the prospective population will be conditionally hired and permanent employment being contingent upon successful completion and cooperation in skills training.
- ??? ADA accessibility process and accommodations used for administering the curriculum and serving prospective customers with dignity.

- ?? Recruitment, intake and career assessment process.
- ?? Coordination with One-Stop for purposes of participant recruiting and insuring customer has been through Core Services.
- ?? Support Services—i.e., transportation, substance abuse support, housing, childcare, job development/coaching, counseling, etc.
- ?? Process and rationale for targeting specific industry(ies) for the training and employment.
- ?? Process for monitoring and evaluating student progress toward certification or industry credential. (If applicable).
- ?? Intent to provide labor market information seminars and other workshops to provide reality based job search (include curriculum as appropriate).
- ?? Process for meeting performance standards for registration, completion, placement and retention.
- ?? Type and intensity of post program services including follow-up.
- ?? Process for marketing including the leveraging of applicable tax credit forms and/or Federal Bonding forms to enhance customer's job search process.
- ?? Dislocated workers are more "self-directed" than any of the other populations previously defined. The individuals need fewer soft skills training, but need more assistance with career path development, re-careering/re-entering the work force, and re-defining job search techniques previously practiced.

## **DEFINITIONS**

### **I. Target Populations**

The targeted populations listed below have needs specific to their disability, age, or criminal status. You may submit a proposal under one targeted population only. If you would like to submit for more than one population, then you must submit a separate proposal for each one.

#### **A. Ex-Offenders**

Defined as individuals who have been convicted of a felony or misdemeanor.

#### **B. Older Workers**

Defined as individual who are 55 years of age or older.

## **II. WIA Funding Stream**

### **A. Dislocated Workers/Displaced Homemakers**

**Dislocated Workers** are defined as individuals who have:

- ?? Been terminated or notified that they will be terminated from their jobs due to a plant/business closing or substantial reduction in force.
- ?? Are unlikely to return to their previous occupation/position at a comparable pay rate.

?? Have been self-employed, but because of economic downturns are now unemployed.

**Displaced Homemakers** is an individual who has been providing unpaid services to family members in the home and who has been dependent on the income of another family member, but is no longer supported by that income; and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment. Spouses of Dislocated Workers may qualify for services under this category.

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## **II. Targeted Activities:**

### **A. Intensive Services**

Intensive services for Dislocated Workers identify obstacles to employment through a comprehensive assessment or individual employment plan in order to determine specific services needed, such as counseling and career planning referrals to community services and if appropriate, referrals to training. This RFP is specifically targeted for activities, which include assessment, case management, pre-vocational training and follow-up services.

#### **1. Assessment**

Assessment includes comprehensive and specialized assessment, e.g., diagnostic testing, interviewing. The purpose of assessment is to help individuals and program staff makes decisions about appropriate employment goals and to develop effective service strategies for reaching those goals. Assessment could be accomplished through the use of any number of formalized instruments, structured interviews, or through a combination of processes. **Assessment could be conducted by the One-Stop operator, partner agency or by an outside organization. Please specify in your proposal if you will be doing your own Assessments, subcontracting or utilizing the One-Stop operator.**

#### **2. Case Management**

Case management includes counseling, development of an Individual Employment Plan (IEP), client contacts, determination of supportive services, development of an Income Improvement Plan and job retention. **Pre-placement Case Management could be conducted by the One-Stop operator, partner agency or by an outside organization. Please specify in your proposal if you will be doing your own Pre-placement Case Management, subcontracting or utilizing the One-Stop operator.**

#### **3. Prevocational Training and Follow-Up Services**

Short-term services include some of the following soft skills:

**Job seeking skills:** Including development of learning skills, communications skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare for employment or training.

**Job retention skills:** Including anger management, conflict resolution, time management, communication skills with coworkers/supervisor, working as a team, dressing for work, positive attitude, punctuality/attendance and workplace behavior/rules.

**Job coping skills:** Including budgeting, childcare issues, transportation, balancing work and home life, organizational skills, and stress reduction.

**Follow-up services need to plan for a staff person working with the employer and job seekers up to one year after placement emphasizing retention, earnings gained, and credentials. Pre-vocational and Follow-up services need to be included in the grant either directly or through a sub-contractor. The One-Stop operator will not provide them.**

## **B. Training Services**

**(Funding is not available to allow for the training of an inexperienced bidder.)**

### **1. On-the-Job-Training**

WIA on-the-job-training (OJT) may be provided to eligible WIA participants who are assessed as "in need" of training services in order to obtain or retain self-sufficiency employment. The participant must demonstrate a need for training through the counseling/assessment/vocational exploration phase of the Core and Intensive Services tiers of the One-Stop Service. OJT's provide subsidized wages to be provided under WIA during the training period as defined in the Dictionary of Occupational Titles.

### **2. Customized Training**

Customized Training is similar to OJT's in that there is a specific training plan for the individual(s) who are placed in training due to their suitability and justification for the specific occupational cluster. The employer who commits to hire the individual into full-time employment following training, may provide the actual training utilizing their own personnel or they may engage professional trainers to conduct and/or monitor the training. Customized training is a combination of training disciplines including a little OJT, a lot of Classroom Training and job shadowing.

## **B. Funding Period / Period of Performance**

The funding period for contracts awarded under this solicitation will be about fifteen (15) months commencing on or about April 15, 2002 through June 30,

2003, provided performance remains acceptable during that period. Any contract awarded from this RFP will include an option to renew for up to one additional 1-year period contingent upon successful performance and the availability of funding.

#### **C. Governing Authority**

Acceptable proposals will meet the specifications contained in this RFP, the requirements of the federal Workforce Investment Act (WIA), LWPB's 5-year plan, State of Ohio's Unified Plan, and all applicable policies and regulations. It is incumbent upon proposers to familiarize themselves with these documents during proposal development. Reference copies are available for review at the Lucas County Office of Economic and Workforce Development, 1715 Indian Wood Circle, Suite 100 Maumee, Ohio 43537.

#### **D. Funding Available**

The LCEWD will make sufficient funding available from various sources to deliver the services requested in this RFP. The proposer is responsible for submitting a reasonable estimate of total cost for delivering the services described in this RFP. Funding during the contract period may be adjusted due to changes in funding received. There is approximately \$450,000 in Dislocated Worker funds. The Lucas County Workforce Policy Board plans to issue about 2 ex-offender contracts with an average cost of \$125,000; and one contract for older workers for about \$200,000.

#### **E. Type of Contract**

Contracts will be negotiated on (1) a cost reimbursement with a demonstrated performance basis or (2) a fixed unit priced, performance based contract.

Contracts will have a minimum of fifteen (15) percent withheld until achievement of measurable performance has been documented. (See Attachments Workforce Investment Act, Title I State Level Performance Measures" for standards.)

The "boiler plate" of required contract language that will be included with the statement of work for the contract executed under this solicitation will be made available at the bidders' conference. The proposer is strongly encouraged to review this contract to ensure that this boilerplate language will not prohibit contract execution after the proposal is written, submitted and selected for funding.

Due to the nature of the funding sources, potential changes in legislation and policies, and performance achieved, proposers are advised that any contract awarded under this RFP may be modified to incorporate such changes, system-wide adjustments in the delivery system, or any activities provided with a 30-day written notice.



**F. Rating of Proposals** All proposals submitted will be evaluated on a point system. Points will be awarded based on the following table of criterion:

<b><u>CRITERION</u></b>	<b><u>CORRESPONDING SECTION(S) OF RFP</u></b>	<b><u>Maximum POINTS</u></b>
Reasonableness and necessity of proposed costs; efficiency and effectiveness of proposed use of funds; cost/price analysis. Proposer's administrative environment and fiscal responsibility.	<b>Budget</b>	20
Previous successful experience in operating similar programs. Qualifications of proposer's personnel who will be providing the activity.	<b>Organizational Capabilities With Target Population</b>	20
Completeness and quality of planned program's activities and services for clients	<b>Service Delivery</b>	20
Proposer's ability to market, place, and provide follow-up services to the job seeker.	<b>Job Development</b>	10
Extent to which the proposed program's design incorporates business, One-Stop and community partners	<b>Coordination Strategy</b>	15
Proposer's ability to achieve goals, track clients and meet performance standards.	<b>Outcomes</b>	15
<b>TOTAL POINTS</b>		<b>100</b>

### G. Questions

All questions regarding this RFP may be submitted via e-mail to the following individual: [ejwalker@co.lucas.oh.us](mailto:ejwalker@co.lucas.oh.us) before the bidder's conference by Friday, March 22, 2002. **After the conference no further questions will be entertained.**

### H. Procurement Timetable

Procurement Action	Date
Publish Legal Notice of the RFP	March 15-17, and March 24, 2002
RFP Packets Available	Monday, March 18, 2002 1715 Indian Wood Circle, Suite100 Maumee, Ohio 43537 419-213-2155
Bidders' Conference	Monday, March 25, 2002 Time: 2-4:00 p.m. Place: Lucas Co. Conference and Training Ctr. 711 Adams (Corner Adams & Ontario) Rooms A, E, & F Phone: 213-2155
Proposals Due	Friday, April 12, 2002 by 4:00 p.m.
Announcement of Award	Friday, May 3, 2002
Contract Negotiations Begin Around	Monday, May 6, 2002

(Subject to contracts being finalized and approval of County Commissioners)

All time shown is Eastern Standard Time (EST). The LCEWD Department reserves the right to adjust the schedule or to extend any published deadline in this RFP upon notification to those who have attended the bidder's conference. All potential respondents are **strongly encouraged** to attend the bidders' conference since this will be the best opportunity for having technical and other concerns addressed. A copy of the contract boilerplate will be distributed at the bidders' conference.

### PART III: BACKGROUND INFORMATION

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#### **The Economic and Workforce Development**

The LCEWD is the designated administrative entity with the Lucas County Job and Family Services as the fiscal agent for the Lucas County Workforce Policy Board (LWPB) and is the sub state grantee for the Service Delivery Area. The Lucas County Job and Family Services has been designated by the Commissioners as the local One-Stop Operator. As such, the LCEWD oversees the delivery planning and implementation of a variety of welfare reform and workforce development programs in Lucas County and is recognized as the primary agent of workforce development services for employers, new workers, career changers, laid-off workers and youth.

They receive policy guidance from the LWPB, a board of directors comprised of Commissioner appointed members representing business, economic development, education, organized labor, community based organizations, veterans, social services and state and local government agencies. The LWPB provides overall guidance, strategic planning, and coordination for the workforce development system in Lucas County on matters pertaining to the provisions of services under the Workforce Investment Act (WIA) of 1998 (H.R. 1385).

The Commissioners, LWPB, and Economic and Workforce Development envision a county where every person maximizes his or her full potential and where all employers have the human resources to grow and prosper.

The goals of the LWPB and the Economic and Workforce Development are to:

- ~~///~~ ~~///~~ Create a workforce development system that produces a well-educated and highly skilled workforce prepared for the careers of the future.
- ~~///~~ ~~///~~ Develop a labor market system that provides job seekers, students, out-of-school youth, and employers with the labor market and training information needed to make informed career decisions.
- ~~///~~ ~~///~~ Coordinate a delivery system that provides easy access to training and support for individuals in need of developing or upgrading their skill set to be competitive in the current labor market.
- ~~///~~ ~~///~~ Implement a governance system that focuses on unified planning, continuous improvement, accountability for results and quality control.
- ~~///~~ ~~///~~ Promote universal recognition of Lucas County's system for workforce development and intervention strategies as innovative and cutting edge in addressing the urban challenge.

#### **Legislation**

Recent federal and state legislation has redirected welfare programs and the workforce development system to merge into an integrated system with similar

goals and objectives. The focus is on providing value-added services to local employers by preparing job seekers for employment, assisting individuals to successfully transition from welfare to work, and providing continuing services that promote job retention, career development, life-long learning and economic self-sufficiency.

**Workforce Investment Act.** The federal Workforce Investment Act of 1998 (WIA), P.L. 105-220, was enacted in August 1998 to consolidate, coordinate and improve employment, training, literacy and vocational rehabilitation programs in the United States. The Act restructures approximately 60 workforce development programs into an integrated workforce investment system that can better respond to the employment needs of its customers—employers as well as current workers, unemployed workers, workers laid-off due to restructuring or downsizing, and new entrants to the labor force. (See <http://usworkforce.org> , <http://www.co.lucas.oh.us/lcewd>, <http://www.ohioworkforce.org>, or <http://www.doleta.gov/> for more information on WIA)

The Workforce Investment Act envisions a workforce investment system that is built around seven key principles:

Streamlining Services: Integrating multiple employment and training programs at the “street level” through the One-Stop delivery system. Integration will simplify and expand services for job seekers and employers.

Empowering Individuals: Customers will be empowered to obtain the services and skills they need to enhance their employability. Empowerment will be accomplished through Individual Training Accounts and access to consumer reports, which will provide customers with information about training providers' services and performance.

Universal Access: Through the One-Stop system, every customer will have access to a set of core employment related services.

Increased Accountability: Providers of service will be held accountable for meeting employment related performance measures. Providers continued access to funding is directly related to their performance.

Local Oversight: Local boards (such as the LWPB) with involvement from the private sector will be responsible for local program planning and oversight of the local system. Input from the local level is to be utilized at the state level for statewide planning.

Local Flexibility: WIA provides local flexibility to improve systems and encourages innovative and comprehensive workforce investment systems. Local partners play a key role in policy development that is customized to meet the needs of the community.

Improved Youth Programs: WIA seeks to expand youth programs by encouraging a close connection to the local labor market and communities with strong connections between academic and occupational learning. Youth development activities, employment and training services and links to local and statewide initiatives are all components of WIA youth programs.

The cornerstone of the new workforce investment system is a One-Stop service delivery system. This delivery system is the mechanism through which programs and services are integrated. This One-Stop delivery system offers a three-tiered approach. **The first tier, Core Services**, is universally available to all interested persons and provides high quality computer assisted informational services and other self-service activities which customers can access on their own to assist them in obtaining employment. **The second tier, Intensive Services**, provides more intensive, case management centered service delivery, which offers a broad array of more in-depth services such as comprehensive assessments, productivity seminars, skills upgrade training, educational services and job placement services. **The third tier, Training Services**, provides literacy services, occupational skills training via vouchers to local public and proprietary schools and class size training for special populations facing serious barriers to employment, on-the-job training and customized training.

### **Service Eligibility**

A job seeker enters the system at Core Services. To move to Intensive Services they must (1) be unemployed **and** unable to obtain a job in Core Services be determined to need Intensive Services **OR** (2) working, but not self-sufficient. To be eligible for Training Services the job seeker must have passed through Core and Intensive and not have found a job. Additionally, they must apply for Free Application for Federal Student Aid (FAFSA) and seek training in a demand occupation. (Meeting the 200% of the poverty level for self-sufficiency only applies if the person is working and is a priority if the funds are limited.)

The Workforce Investment Act also identifies a number of mandatory One-Stop partners. These required partners must make services available to customers through the One-Stop Centers. Required partners include: Welfare-to-Work, Job Corps, Wagner-Peyser, Division of Rehabilitation Services, Department of Social Services, Title V of the Older Americans Act, post secondary vocational education under Carl Perkins Vocational and Applied Technology Education Act, Trade Act, Veteran Services, Community Service Block Grant, Department of Housing and Urban Development, Unemployment Compensation, and adult education and literacy.

Accordingly, the LWPB is focusing on creating and maintaining a comprehensive, integrated, workforce development system that utilizes local One-Stop Center as the primary vehicles for delivering workforce services to the public. The board is

responsible for creating a workforce development strategic plan, providing policy direction and program administration guidance to the workforce investment system.

Lucas County's system is comprised of two geographically dispersed One-Stop Centers. Within the One-Stop centers, employees from county, state, and other agencies are located onsite to provide services for various components of the workforce development system.

#### **PART IV: PROPOSAL OUTLINE**

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Compliance with state mandated performance outcomes for dislocated workers. Proposals will need to demonstrate that design and delivery of services will lead to successful performance measures, as outlined in the Workforce Investment Act. Priority will be given to respondents who are willing to accept the following performance outcomes:

<b>Performance Standard</b>	<b>Dislocated Worker (PY01/PY02)*</b>
Entered Employment Rate	78/81%
Six Months Employment Retention Rate	86/88%
Six Months Earnings Replacement	90/93%
Employment and Credential Rate	62/65%
Customer Satisfaction	72/75%
Employer Customer Satisfaction	68/70%

\* Program Year (PY) '01 includes July 1, 2001 to June 30, 2002. PY 02 includes July 1, 2002 to June 30, 2003. All decisions to fund proposals are based upon evaluation of those proposals that are most advantageous to fulfill program objectives.

#### **Option Clause**

Proposed programs or services received and accepted under this RFP may be renewed, increased or reduced at the discretion of LCEWD without application to a subsequent RFP. The length of an agreement will be at the discretion of LCEWD and is subject to extension and/or termination throughout the term of the Agreement.

Proposers are encouraged to submit separate cost information (using the line item budget and cost analysis forms) regarding possible options for extensions of services; however, LCEWD, at its sole discretion, may choose to exercise these options for additional services or extensions of contracted training services. (See Proposal Requirements). Extension of term or options for additional services cannot be considered unless costs and prices associated with them are included in the proposal.

#### **Joint Ventures**

Proposers who intend to subcontract any portion of their program services to another entity are encouraged to develop this proposal in conjunction with the related partner so that it reflects this joint venture. Organizations and agencies are also encouraged to form collaborative relationships to create innovative training programs or services. Examples: non-profit organizations having a mutual interest in a targeted population. Any joint venture proposed must contain a letter signed by the partners specifying their relationship.

**LCEWD reserves the right to reject any and all proposals and to request revisions in specific proposals that demonstrate overall potential for accomplishing funding objectives.**

**Decisions of the Lucas County Commissioners are final.**

### **PART V: PROPOSAL PREPARATION INSTRUCTIONS**

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#### **A. Who Can Submit a Proposal**

All public or private not-for-profit corporations, local education agencies, governmental units, public agencies, or private-for-profit corporations properly organized in accordance with State and Federal law and in business for at least 1 year may submit a proposal for funding. Minority and women-owned and operated businesses are encouraged to submit a proposal.

Each proposer is advised that the LCEWD will hold the prime contractor totally responsible and accountable for effectively and efficiently managing and delivering the services and activities described in this RFP achieving the contracted performance outcomes. The prime contractor may subcontract with other entities with prior approval of the LCEWD; proposers must adhere to all federal, state and local law. A proposal that includes subcontracting *all* activities and services in this RFP to other agencies will not be considered responsive.

No entity may compete for funds if: (1) the entity has been debarred or suspended or otherwise determined to be ineligible to receive federal funds by an action of any governmental agency; (2) the entity's previous contract(s) with the LCEWD have been terminated for cause; or (3) the entity has not complied with an official order to repay disallowed costs incurred during its conduct of programs or services.

## **B. Minimum Criteria**

**To be considered responsive, proposals must meet the following minimum criteria:**

- 1) One (1) original proposal, seven (7) copies and a computer disk on which the proposal has been saved (note what program it is saved in, e.g., Word '97) must be received into the LCEWD's office (1715 Indian Wood Circle, Suite 100, Maumee, Ohio 43537) by **no later than the due date and time shown in the Procurement Timetable of this RFP**. The timely delivery of a proposal is entirely the responsibility of the proposer. Proposals postmarked on or before the proposal due date but delivered after the due date or time will not be considered. Proposals hand delivered after the due date or time will not be considered.
- 2) The original proposal must be manually signed by an official authorized to represent and bind the proposing agency and should be marked "original".
- 3.) A grant application narrative is limited to twenty (20) double-spaced, single sided, with a 12-point font, 8.5 inch x 11 in pages with a minimum of 1-inch margin. The applicant may provide attachments. (See Checklist for Attachments)
- 4) Proposals must be presented in the same order as set forth in "Proposal Format" below and contain all information requested.

Proposers must demonstrate a general understanding of the One-Stop service delivery system, the services solicited by this RFP and the ability to effectively and efficiently manage and deliver those requested services.

Please, do not include additional brochures or materials which are not requested. Such materials will be disregarded in the evaluation process. Failure to answer questions or include attachments will lower your proposal's rating.

Giving incomplete or erroneous information or withholding important information could result in disqualification or, later, contract termination.

## **C. Proposal Format**

### **I. COVER PAGE**

Complete the form "Cover Page" in Attachment A and submit it as the first page of your proposal package. (The "Checklist of Items to be returned" should follow Attachment A.)



## II. REPRESENTATION, ASSURANCES, AND CERTIFICATION

Attachment B, "Representation, Assurances and Certification", contains certifications and acknowledgements that must be given by an authorized representative of the bidding organization/firm. Complete this form and submit as the second and third page of your proposal package. Attach to these pages, a copy of your organization's Articles of Incorporation with a listing of current principal officers of the organization and its resident agent. Also attach a copy of your organization's most recent financial statements.

## III: NON-COLLUSION CERTIFICATION

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Complete the Non-Collusion Certificate (Attachment C) and attach it to the proposal after the "Representation, Assurances and Certification."

## IV: PROPOSED PROJECT BUDGET

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Bidders must submit a detailed line item budget for their proposed project's period of performance. In doing this, please complete Attachment D1-2 and submit it after the Non-Collusion Certificate attachment.

### **Budget Narrative**

Discuss here any items that need explanation. Please provide a *brief* description for each budget item. The budget narrative should not exceed two (2) pages.

**NOTE:** If your agency is receiving another source of funding, you will have to submit a cost allocation line item budget showing the percentages of those funds being allocated to this proposal.

## V. PROGRAM NARRATIVE-STATEMENT OF WORK

The program narrative should describe how the bidder would accomplish the program goals and objectives. Statements should be concise and specific, conveying to the reader that the bidder understands the approach to be followed in the program and the responsibilities inherent therein. The narrative is to be presented in the following outline. The headings used below MUST BE USED IN YOUR NARRATIVE IN THE ORDER GIVEN.

**Table of Contents:** Submit a Table of Contents to begin the Narrative section of your proposal package.

**Narrative must not exceed twenty (20) typewritten pages, be double spaced, 12 point font, and minimum of 1 inch margin.**

## STATEMENT OF WORK

### A. Organizational Capabilities with Target Population (20 points)

- ?? Describe your organization demonstrating its ability to perform the services you propose.
- ?? What services are currently offered by your organization?
- ?? Briefly describe your organizational structure and how that structure is tailored to meet the program objectives and design. Provide an organizational chart. If you have never provided the proposed training or services, describe any comparable previous experience, or any special or technical skills and resources your organization has or your organizational infrastructure that makes you especially capable of successfully providing the training.

Personnel – provide a description of personnel who will be directly involved in the proposed project; the extent of involvement in terms of time providing percentages; and the organizational responsibilities for reporting procedures in relation to the proposed program. **Include in attachments:**

1. Staff Biographies summarizing Education, experience in relation to similar projects and number of years.  
(One paragraph, maximum ½ page per person)
2. Key Staff Licensures (If applicable).
3. Job description of each position to be funded.

- ?? Indicate which staff position will be responsible for case managing post-placement and post-exit activities of job seekers insuring retention, earnings gained, and credentials received once they are placed.
- ?? Indicate how long it will take to implement the proposed activity from notification of selection.
- ?? Describe relevant training activities that your organization has delivered in the past three (3) years. Include information on the population served, results, placement rates and placement wages (where applicable). Identify the grantor.

### Target Population

~~///~~ Identify the target population you plan to serve. **The Proposal has two (2) targeted areas (Intensive and Training) and populations (Older Worker or Ex-offender). Proposal must address both Intensive and Training Services, but may address either or both populations. If you chose to address both**

**populations, a separate proposal must be submitted for each target populations.**

(Note: Regarding Intensive services, assessment could be conducted by the One-Stop operator, partner agency or by an outside organization. Please specify in your proposal if you will be doing your own Assessments, subcontracting or utilizing the One-Stop operator. Pre-placement Case Management could be conducted by the One-Stop operator, partner agency or by an outside organization. Please specify in your proposal if you will be doing your own Pre-placement Case Management, subcontracting or utilizing the One-Stop operator.)

~~///~~ Describe any procedure you plan to utilize to ensure the success of the target population. Include support services, barrier removal, counseling and other interventions you plan to employ to address the needs of the target group.

## **B. Services Delivery (20 points)**

### Program Description

- ?? Describe the training component and occupational area.
- ?? Explain how the services will be provided.
- ?? State the program goals and objectives.
- ?? Explain how the services provided will lead to the successful
- ?? achievement of the program goals and objectives.
- ?? Indicate the staff/participant ratio for the proposed program.

### Entry Requirements

- ~~///~~ Describe your program's entry requirements (be specific).
- ~~///~~ Identify the population and academic/basic skill requirements.

### Program Model

- ~~///~~ List the number of participants in each class and the number of classes proposed. (If applicable)
- ~~///~~ Include a curriculum outline specifying tasks, amount of time required to teach tasks for each proposed class or a schedule of activities and the number of hours of each activity that each participant will receive.
- ~~///~~ Indicate competencies expected to be achieved, benchmarks and indicators for these competencies, the certification method to be used and any other pertinent information related to the program or activity outcomes or goals.
- ~~///~~ Provide information on a system for measuring and documenting achievement of competencies or other program or activity outcomes.
- ~~///~~ Provide the attendance policy.
- ~~///~~ Indicate the number of hours that participants will spend:

??With an instructor/supervisor (Note: for OJT's, the Dictionary of Occupational Titles (DOT Code book) is to be used to determine training time)

??Practicing learned skills.

??Counseling for job development.

??Indicate start and end dates for each cycle proposed.

??Include a list of books and other materials that each participant will use.(If applicable)

#### One-Stop Coordination

?? Describe how you will coordinate with the WIA One-Stop insuring job seekers have been through Core services prior to Intensive services, and Core and Intensive services prior to Training activities.

?? How will staff coordinate with WIA One-Stop staff? Describe the client flow.

?? What staff will be housed at the One-Stop?

#### Outreach and Recruitment

??Describe how outreach and recruitment of eligible applicants will be conducted.

??Describe coordination efforts with LCEWD and other agencies, including One-stop partners, in regard to recruitment.

??Describe your process for marketing your program to the target population.

#### Assessment

??Describe the process to be utilized for assessment of applicant experience, skills and individual employability development needs.

??Indicate appropriate testing that will be used if applicable. What are minimum requirements for training?

?? Would you be providing your own assessment or utilizing the One-Stop Operator?

#### Employability Development Component

??Describe the program's employability development component and what will be included in your Individual Employment Plan for each job seeker.

??Indicate the number of hours of instruction trainees will receive.

??Describe how this component will be integrated into the training program.

??Indicate what competencies will be achieved and how these competencies will be measured.

#### Case Management and Support Services

??Describe your case management component for participants.

??Discuss your method of ensuring the provision of supportive services needed to maintain a participant during training, any post-training or employment activities.

??Describe how you would determine when to Exit a participant from the program.

### **C. Job Development (10 points)**

#### Labor Market Potential

- ??Justify and provide evidence that there is a labor market need for this type of training. Copies of help wanted ads are not acceptable.
- ??List the types of jobs in which trainees will be placed
- ??List the entry level job requirements and expected entry-level wages.
- ??Provide a list of at least five (5) employers (include address, contact person and phone number) that you have contacted who have verified the labor market demand and indicated a willingness to hire completers of your program in available job openings in the targeted occupations you have listed for placement.
- ??Attach letters of support or commitment from employers to the proposal package.

??**NOTE:** LCEWD reserves the right to contact those employers that you list as a part of the proposal evaluation process.

#### Job Placement and Follow-up Services

- ??Describe services you would provide to employers including labor exchange, labor information, and financial incentives.
- ??Describe your plans for placing your program completers in the labor market in occupations for which they were trained.
- ??Describe any job preparation activities in which trainees will be involved, your job-matching process and follow-up activities.
- ??Discuss the methods you will utilize to market your program to employers.
- ??Describe any special linkages that exist between your organization(s) and private employers.
- ??Follow-up mechanisms with employers on the success/failure of program completers.
- ??Describe what steps you would take to ensure job retention for up to 12 months.
- ??Describe how you would address 90%/93% for Dislocated Workers. (Standards for PY01/02)
- ??Describe an Income Improvement Plan you would incorporate to ensure Earnings Gain/Replacement.

### **D. Coordination Strategy (15 points)**

- ??Explain how your agency's/firm's currently available resources will be integrated into this project.
- ??How will community resources be utilized to provide supportive services? Describe proposed coordination of efforts to be utilized to ensure a successful program. Including the roles and/or responsibilities of all entities involved. Clarify

any special arrangements between your agency and human service agencies designed for the benefit of program participants. Clarify any special arrangements between your agency and school personnel, where appropriate.

?? Identify any matching sources of funds and the amount and use of each funds as it related to the proposed activity (i.e., TAP, OIG Grants, Pell Grants, Work Study).

?? Submit letters of Coordination and Linkage specific to this program if applicable.

?? Describe how you will collaborate with other agencies/organizations if applicable.

**NOTE: LETTERS OF SUPPORT OR ENDORSEMENT WILL NOT SUFFICE.**  
**Letters must identify working relationships with community service agencies, schools, businesses, or other organizations.** (Submit these as an attachment to the proposal package).

## **E. Outcomes (15 points)**

### Client Tracking and Performance Standards

- ?? Describe how you will track and monitor your clients. How many participants do you plan on serving and in what areas (Trainings and Intensive Services)
- ?? Describe your Management Information System and or Data System you will utilize to insure quarterly reports are submitted to grantor.
- ?? Describe how you will ensure meeting WIA performance standards for registered participants including: **Dislocated Workers:** Entered Employment Rate; Employment Retention Rate; Earnings Replacement Rate in 6 months; and Employment and Credential Rate.
- ?? Describe predicted outcomes resulting from training.
- ?? Identify occupations in terms of skills needed and wages predicted.

# ATTACHMENT A

NAME OF ORGANIZATION

TYPED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

SIGNATURE OF AUTHORIZED REPRESENTATIVE      DATE SIGNED

ADDRESS

BUSINESS TELEPHONE

FAX NUMBER

E-MAIL ADDRESS

TOTAL DOLLARS REQUESTED \_\_\_\_\_

TOTAL PARTICIPANTS TO BE SERVED \_\_\_\_\_

COST PER PARTICIPANT/PLACEMENT \_\_\_\_\_

## TYPE OF PROGRAM PROPOSED:

Training Activities:	Training Area	Average Cost for Activity*	# Of Dislocated Workers to be served
On the Job Training			
Customized Training			
<b>Intensive Activities:</b>			
Assessment			
Case management			
Pre-vocational Training			
Follow-up			
<b>TOTALS</b> (Unduplicated Count):			

\*Sum Total of "Average Cost for Activity" column *must* equal the total program budget computed in Budget D-2.

**ATTACHMENT B**

**REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS**

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ FAX: \_\_\_\_\_

The name and telephone number of the person(s) who has the authority to submit proposals:

\_\_\_\_\_

The name and telephone number of the person(s) who has the authority to sign contracts:

\_\_\_\_\_

The legal status of the bidder's organization (e.g. corporation, sole proprietorship, post-secondary education institution, etc.)

\_\_\_\_\_

Indicate type of organization or business:

Public agency \_\_\_\_\_  
Private non-profit \_\_\_\_\_  
Private for-profit \_\_\_\_\_  
Other \_\_\_\_\_

Organization's date of Inception \_\_\_\_\_

Date of establishment/incorporation:

\_\_\_\_\_

Federal Employer Identification Number (FEIN):

\_\_\_\_\_

Worker's Compensation Account Number:

\_\_\_\_\_

Unemployment Insurance Account Number:

\_\_\_\_\_

Is the company co-owned or controlled by a parent company?

\_\_\_\_ Yes \_\_\_\_ No

If yes, name of parent company \_\_\_\_\_



**Attachment B** (continued)

Is the bidder authorized/licensed to do business in the State of Ohio?

☐ Yes ☐ No

Has your organization ever filed for reorganization under the bankruptcy laws of Ohio or any other state?

Yes ☐ No ☐

If yes, what was the date and disposition of this action?

Is the bidder bound by Federal, State, or local Affirmative Action Or Equal Employment Opportunity rules?

☐ Yes ☐ No

If yes, has the company filed all required EEO reports to the necessary agencies?

☐ Yes ☐ No

**The company certifies that it is not debarred nor suspended under Federal and State rulings from receiving federal funds.**

☐ Yes ☐ No

Does the company have current or future plans for a buyout or sale?

☐ Yes ☐ No

The company certifies that it will not enter into contracts with Subcontractors who are debarred or suspended from such transactions to complete work related to this Request for Proposals.

☐ Yes ☐ No

The company certifies it will not use the contract funds to lobby.

☐ Yes ☐ No

The company certifies it is a drug-free work place.

☐ Yes ☐ No

The company certifies it is not delinquent on any federal debt.

☐ Yes ☐ No

NON-COLLUSION CERTIFICATE

I certify that I am the:

\_\_\_\_\_

TITLE

And the duly authorized representative of the:

\_\_\_\_\_

ORGANIZATION NAME

\_\_\_\_\_

ADDRESS

\_\_\_\_\_

CITY

STATE

ZIP CODE

And that neither I nor to the best of my knowledge, information, and belief, the above named firm or organization nor any of its other representatives I here represent have:

(a) Agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the bid or offer being submitted herewith;

(b) Not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the bid price or price proposal of the bidder or offer or herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the within bid or offer is submitted.

In making this affidavit, I represent that I have personal knowledge of the matters and acts here stated.

Signed:

\_\_\_\_\_

Type Name:

\_\_\_\_\_

Date:

\_\_\_\_\_

## Fiscal Specifications and Budget Preparation

### **General Rules for Costs:**

All proposed costs must be necessary and reasonable for the proper and efficient operation or administration of the WIA activity, and must be allocable (e.g., their eventual use can be identified). The following types of costs may *not* be charged to this proposal:

- S Any cost which is either not authorized or is prohibited by federal, state, or local laws, regulations, or policies, or the terms of LCEWD grant(s).
- S Any cost charged to, or used to meet cost sharing or matching requirement of, any other federally funded program in either the current or a prior period.
- S Cost for activities, programs, or services which are currently being provided with non-WIA funds. Proposers may be required to submit documentation of current level of services and/or funding.

Proposed costs must be consistent with policies, regulations, and procedures that apply uniformly to other activities of your organization.

Costs arising from the operation of another federal grant or WIA program may not be shifted to the proposed WIA activity's budget to overcome fund deficiencies, avoid restrictions imposed by law or grant agreements, or for other reasons.

Applicable credits such as rebates, discounts, refunds, and overpayment adjustments, as well as interest earned on any of these funds, shall be credited as a reduction of costs if received during the same funding period that the cost was initially charged. Credits received after the funding period shall be returned to Lucas County Department of Job and Family Services for transmission to the U.S. Department of Labor.

### **Bonuses:**

The payment of bonuses to employees in addition to their standard salary or hourly wage is allowable to the extent that total compensation for the individual employee is reasonable, the payment is in accordance with the proposer's applicable OMB Circular regulations, and is pursuant to an established written personnel policy approved by LCEWD Department and by the Lucas County Workforce Investment Board.

**Back Pay:**

Under the conditions set forth below, certain forms of back pay are allowable:

- S Back pay resulting from violations of federal labor laws or the Civil Rights Act of 1964 is allowable only to the extent that it represents additional pay for services performed for which employees were underpaid. However, back pay is unallowable if it represents anything other than such an underpayment, such as for an improper discharge of, or discrimination against an employee
- S Back pay to employees for the difference between past and current wage rates for work performed without a contract or labor agreement during labor management negotiations, or during the period of governmental appropriation process, is allowable. Such back pay to non-union employees is also allowable.
- S All other back pay is unallowable.

**Severance Pay:**

Payments in addition to regular salaries and wages, made to workers whose employment is being terminated, are allowable to the extent that, in each case, they are required by law, employment agreement, or established written policy. Settlements that are negotiated payments made upon termination or as a result of a grievance are not allowable. Allowable payments shall be allocated to the appropriate cost category.

**Payroll and Distribution of Time:**

Amounts charged to WIA programs for personal services shall be based on payrolls documented in accordance with generally accepted practices. Time and attendance or equivalent records shall support payrolls for individual employees and shall be signed by the individual employee and by a responsible supervisory official attesting that the records are accurate and true to the best of their knowledge and belief. Salaries and wages of employees chargeable to more than one cost objective shall be supported by appropriate cost distribution records. The method used shall produce an equitable distribution of time and effort, and:

- S Where time distribution reports are used, these reports shall reflect an after-the-fact determination of the actual activity of each employee. Budget estimates determined before the services are performed do not qualify as support for charges to the program.
- S Where time distribution reports are used, these reports shall be signed by the individual employee and by a responsible supervisory official.
- S Regardless of the method used, each report shall account for the

- total activity for which the employee is compensated and which is required in fulfillment of their obligations to the organization.
- S Salaries and wages of employees used as stand-in costs shall be supported in the same manner as salaries and wages claimed for reimbursement from LCEWD Department.

### Indirect Costs and Shared Costs

Your organization may not charge any indirect cost to the proposed budget without submitting written evidence to LCEWD Department that your organization has obtained prior approval of an Indirect Cost Allocation Plan from a federal agency from which you are receiving funds, and which has been assigned responsibility by the Office of Management and Budget for approving your indirect cost proposal.

If shared costs are being charged to the proposed budget, the allocation methodology used to determine the allocation to this proposal must be clearly documented and disclosed in the proposed budget. The proposed budget must state the source and amount of any funds anticipated from other sources that may contribute to the completion of the proposed project.

### Program Income

Program income means income received by the contractor directly generated by an activity supported by a WIA contract, or earned only as a result of the contract. Program income includes income from fees or services performed and from conferences; income from the use of rental of real or personal property acquired with funds; income from the sale of commodities or items fabricated under the contract; revenues earned by a governmental or private non-profit service provider under a reimbursable award that are in excess of the actual costs incurred in providing the service; and interest income earned on advances of funds. Any fees received by the contractor from other agencies for certifying WIA participant forms or entering participant data into any participant information system must be included as program income.

Costs incidental to the generation of program income, if not already charged to the contract, must be subtracted from the amount earned to establish the net amount of program income available for use under the contract.

A contractor may retain any program income generated by WIA funds only if such income is added to the funds committed to the particular WIA contract under which it was earned; and such income is used for WIA purposes and under the terms and conditions applicable to the use of contract funds. Program income is subject to WIA classification of costs and administrative cost limitations. Program income may be allocated to both administrative and program cost categories based on the proportionate share of actual costs incurred attributable to each category. Program income shall be used prior to the closeout of the program year to which the earnings are attributable and returned if not used. Contractors have 30 days to submit billing from end of contract date. No invoices will be accepted past that date.

## Budget Information (For Attachment D1-2)

- 1.) Under section "I. Staff Costs", identify all program personnel having direct client contact or personnel who directly supervise staff working with clients. As a general guide, any supervisory position not having some direct client contact or direct supervisory responsibility for staff working with clients is defined as an administrative position. In addition, other non-training functions such as bookkeeping, auditing, etc. are considered administrative. These Administrative costs will be funded under "Indirect Costs" for providers having an approved indirect cost plan. Providers with no indirect cost plan should list administrative positions under section I, Staff Costs.
- 2) Specify rate or percent applied to salaries for the fringe benefits provided to an employee of your company/organization.
- 3) Specify the item(s) and dollar amount being requested which is directly related for the program (i.e., Director's Insurance).
- 4) Instead of direct administrative costs, should your company/organization apply an Indirect Cost Rate, provide percentage and amount. In addition, to validate this rate, provide either your U.S. Government Certified Indirect Cost Rate Agreement or certificate as validated by your accounting firm.

**Note: You may recreate Attachments D-1 and D-2 on your own electronic spreadsheet (i.e., Excel) as long as you have each item listed. Be sure to include the "Program Breakdown" identifying how many Dislocated Workers, etc. you will be serving.**

**BUDGET**

<b>Direct Costs</b>		<b>Projected Line Item Budget Costs</b>
<b>I. Staff Costs</b>		
<b>A. Salaries</b>	<b>% Of Time to Program</b>	
<b>B. Payroll Related Expenses</b>		
<b>C. Consultation Fees</b>		
<b>I. Total Staff Cost:</b>		
<b>II. Operational Cost</b>		
<b>A. Travel</b>		
<b>B. Consumable Supplies</b>		
<b>C. Occupancy</b>		
<b>D. Insurance</b>		
<b>E. Other- Miscellaneous</b>		
<b>II. Total Operational Cost:</b>		



## BUDGET FORM

	Projected Line Item Budget
<b>III. Equipment Costs</b>	
<b>A. Equipment Subject to Depreciation</b>	
<b>B. Small Equipment Purchases</b>	
<b>C. Leased and Rented Equipment</b>	
<b>D. Equipment Repair and Maintenance</b>	
<b>III. Total Equipment Cost:</b>	
<b>1. TOTAL DIRECT COST:</b>	
(Total Staff Cost+ Operational Cost +Total Equipment Cost)	
<b>2. Indirect Cost (Rate %)</b>	
(Total Direct Cost * Rate= Indirect Cost)	
<b>3. Training Cost/Stipend</b>	
<b>TOTAL PROGRAM BUDGET FOR CONTRACT SERVICES* (Lines 1 through 3)</b>	
Amount to be reimbursed through units of service delivery (85% of Total Program Budget for Contract)	
Amount to be reimbursed for meeting all applicable WIA Performance Standards (15% of Total Program Budget for Contract)	

**Conflict of Interest/Non-Disclosure Statement**

I acknowledge that I have been appointed to conduct a review of the proposal(s) received by the Workforce Policy Board acting by and through the LCEWD, an agency of the Lucas County Commissioners.

**I hereby attest and affirm that I do not have a conflict of interest, personal or organizational, real or apparent, in participating in this review that could be a procurement of the goods/services being proposed. If during the course of reviewing the proposal(s) received I become aware of an actual or possible conflict of interest, I will notify the Director of Lucas County Office of Economic and Workforce Development (or his/her designee) at (419) 213-2155 and seek his/her advice on withdrawing from the reviewing group.**

**Further, I will disclose no information obtained in reviewing the proposal(s) under this solicitation to anyone not also participating in this review. Specifically, I will not disclose the number of respondents to the solicitation; the names of individuals and organizations that respond, nor will I disclose any information from technical or cost/pricing submissions of these offerors; except to other reviewers officially assigned to this solicitation.**

**Finally, if anyone outside the official review chain seeks information about the procurement, I will not supply any information but will refer him or her to the agency official heading this procurement.**

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**Name (Print) Signature**

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**Title Date**

**LUCAS COUNTY WORKFORCE POLICY BOARD**  
**Workforce Investment Act Title I Adult & Dislocated Workers**

**Proposed Evaluation Criteria**

Proposal Number:

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Name of Proposer:

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Name of Evaluator:

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Date of Evaluation:

---

**Criterion:**

**Points:**

**Budget:** Reasonableness and necessity of proposed costs; efficiency and effectiveness of proposed use of funds; cost/price analysis. Proposer's administrative environment and fiscal responsibility.

\_\_\_\_\_  
(0-20)

**Organizational Capabilities with Target Population:** Previous successful experience in operating similar programs. Qualifications of proposer=s personnel who will be providing the activity.

\_\_\_\_\_  
(0-20)

**Service Delivery:** Completeness and quality of planned program=s activities and services to clients.

\_\_\_\_\_  
(0-20)

**Job Development:** Participants ability to market, place and provide follow-up services to jobseeker.

\_\_\_\_\_  
(0-10)

**Coordination Strategy:** Extent to which the proposed program=s design incorporates businesses, One-Stop, and community partners.

\_\_\_\_\_  
(0-15)

**Outcomes:** Proposer's ability to achieve goals, track clients and meet performance standards.

\_\_\_\_\_  
(0-15)

**TOTAL POINTS**

Total of 100 Points Possible

\_\_\_\_\_  
(0-100)

## Workforce Investment Act, Title I State Performance Measures

In order to pass performance standards, a score of 80% for each measure must be met.

In order to qualify for state incentives, a cumulative score of 100% for each program area must be met and no score for any measure may fall below 80%.

Program Area	Measure	State Level Year 1	80% of State Level Year 1	State Level Year 2	80% of State Level Year 2	State Level Year 3	80% of State Level Year 3
Adult	Entered Employment Rate	65.0%	52.0%	68.0%	54.4%	72.0%	57.6%
	Employment Retention Rate	77.0%	61.6%	79.0%	63.2%	81.0%	64.8%
	Earnings Change in 6 months	\$3,450	\$2,760	\$3,600	\$2,880	\$3,750	\$3,000
	Employment and Credential Rate	60.0%	48.0%	62.0%	49.6%	65.0%	52.0%
Dislocated Worker	Entered Employment Rate	76.0%	60.8%	78.0%	62.4%	81.0%	64.8%
	Employment Retention Rate	84.0%	67.2%	86.0%	68.8%	88.0%	70.4%
	Earnings Replacement Rate in 6 months	88.0%	70.4%	90.0%	72.0%	93.0%	74.4%
	Employment and Credential Rate	60.0%	48.0%	62.0%	49.6%	65.0%	52.0%
Youth *	Older Youth Entered Employment Rate	63.0%	50.4%	65.0%	52.0%	67.0%	53.6%
	Older Youth Employment Retention Rate	72.0%	57.6%	74.0%	59.2%	77.0%	61.6%
	Older Youth Earnings Change in 6 months	\$2,850	\$2,280	\$3,000	\$2,400	\$3,200	\$2,560
	Older Youth Employment and Credential Rate	50.0%	40.0%	52.0%	41.6%	55.0%	44.0%
	Younger Youth Skill Attainment Rate	72.0%	57.6%	74.0%	59.2%	77.0%	61.6%
	Younger Youth Diploma or Equivalent Attainment Rate	55.0%	44.0%	57.0%	45.6%	60.0%	48.0%
	Younger Youth Retention Rate	50.0%	40.0%	52.0%	41.6%	55.0%	44.0%
Customer Satisfaction	Participants	70.0%	56.0%	72.0%	57.6%	75.0%	60.0%
	Employer	66.0%	52.8%	68.0%	54.4%	70.0%	56.0%

### **Checklist of Items to be Returned with Proposal**

- \_\_\_\_\_ **“Cover Page” Attachment A**
- \_\_\_\_\_ **“Checklist of Items to be Returned with Proposal”**
- \_\_\_\_\_ **“Representation, Assurances, and Certification” Attachment B**
- \_\_\_\_\_ **Articles of Incorporation/Principal Officers**
- \_\_\_\_\_ **Organization’s Financial Statement**
- \_\_\_\_\_ **“Non-Collusion Certificate”, Attachment C**
- \_\_\_\_\_ **“Budget”, Attachment D**
- \_\_\_\_\_ **Budget Narrative-Statement of Work (2 Page Maximum)**
- \_\_\_\_\_ **Indirect Cost Agreement (If applicable)**
- \_\_\_\_\_ **“Table of Contents” to begin Narrative**
- \_\_\_\_\_ **Program Narrative (20 Page Maximum)**
- \_\_\_\_\_ **ATTACHMENTS**
  - \_\_\_ **Organizational Chart**
  - \_\_\_ **Key Staff Biographies**
  - \_\_\_ **Key Staff Licensure**
  - \_\_\_ **Job Descriptions of Funded Staff**
  - \_\_\_ **Letters of Support from Prospective Employers**
  - \_\_\_ **List of Five (5) Employers Verifying Labor Market Information**
  - \_\_\_ **Letters of Coordination and Linkage**